

**DIRECTIONS FOR COMPLETION OF  
THE READING FIRST CONTINUATION APPLICATION  
YEARS 2, 4, and 5 (LEA) APPLICATION FOR 2008-2009**

**Submit an original and three copies postmarked by April 18, 2008 to the following address:**

Federal Discretionary Grants  
Department of Elementary and Secondary Education  
205 Jefferson Street, PO Box 480  
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. If you complete the application on-line, it is set to a default font of 10 pt.

**SECTION I - FOR DESE USE ONLY**

**The signature of the authorized DESE official is for Department use only.**

**SECTION II - TOTAL BUDGET**

Budget totals must be completed and shown in the grid.

**SECTION III - DISTRICT AND PROGRAM INFORMATION**

List the name of the District that will be serving as the fiscal agent for the grant and indicate the board-authorized representative. Complete the start date and end date for the district. Complete the grant contact information. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff.

**SECTION IV - ASSURANCES AND CERTIFICATION**

**Original signature of the superintendent or authorized representative guarantees all assurances will be met.**

**SECTION V – PROGRAM GOAL AND OBJECTIVES FOR 2008-2009 SCHOOL YEAR**

The program goal is that all students will read at grade level or above by the end of third grade. The district can write up to 5 objectives that support the program goals. At least two objectives must be related to student learning and at least one objective to professional development. Additional objectives can be added to fit the needs of your students and/or staff. Objectives must be written to include the following information: who are the learners, what will they do, how well will they do it, how will it be measured, and the timeframe.

**SAMPLE:** By the end of each school year, beginning with 2004-2005 (or the beginning school year of your grant), an increase of 15% of all K-3 students, including those in special subgroups, will be reading at grade level as measured by the Terra Nova or 3<sup>rd</sup> Grade MAP communication arts. Complete the MAP information for 2006 and 2007. Send 2008 results as soon as they are received in the district.

**SECTION VI A. – BUILDING CONTACT DATA TABLE**

Indicate the building code for each building in your district that will receive grant funds and that building's contact. The building contact should be someone who will be involved daily with the grant at the building.

BUILDING CODE	BUILDING NAME	BUILDING CONTACT	BUILDING CONTACT PHONE	BUILDING CONTACT E-MAIL
4020	Crocodile Rock School	Jane Doe	(573) 555-5555	webreplyimprfdg@dese.mo.gov

#### SECTION VI B. – BUILDING COACH DATA TABLE

Complete the data below for each Reading Coach in your district. Include their name, building name, building code in which they are located, work/building address, e-mail, phone, and fax number.

#### SECTION VI C. – BUILDING DATA TABLE

Complete the building data table and include the building code, percent of students' 3<sup>rd</sup> grade communication arts MAP scores in top 2 levels, K-3 student enrollment, the percentage of staff buy-in, percentage of certified staff, and the number of teachers in each category listed.

#### SECTION VII – DISTRICT READING PROGRAM

Indicate all Core, Tier 2 and Tier 3 programs in use in the district. Circle the response for consumer's guides on file.

#### SECTION VIII A. – DISCUSSION OF PREVIOUS YEAR(S)

Describe progress made toward each objective approved in the 2007-2008 application. Include a summary of MAP and Terra Nova data to document progress toward objectives. Professional development objective(s) requires a summary of measurable data. Describe the challenges and accomplishments in the previous year(s). Answer the 16 questions from the attached Appendix A in the narrative of Section VIII A.

#### SECTION VIII B. – DISCUSSION OF SCHOOL YEAR 2008-2009

Discussion of Reading First program as it will be implemented during the 2008-2009 school year.

#### SECTION VIII C. – COLLABORATIVE EFFORTS

Describe how your project partners with DESE, Regional Professional Development Center (RPDC) and any organized school improvement efforts.

#### SECTION IX – BUDGET NARRATIVE

Describe the building and district budgets for school year 2008-2009. Include cost per student. Include coach salary in category 6100 Salaries. Include Terra Nova scoring and Wireless contract in category 6300 Purchased Services. No Capital Outlay category 6500 is allowed for years 4 or 5. Year 4 and year 5 budgets will not include palm pilots, student materials or Core, Tier 2 or Tier 3 materials.

#### SECTION X - BUDGET

**Section X - A. Reading First Continuation Building Budget:** This section is to be copied and completed for each building. Each building budget subtotal needs to be transferred to *Section X - C. Reading First Budget Summary*.

**Section X - B. Reading First Continuation District Budget:** Can provide: district coordinator for districts with 10 or more buildings, professional development (building, district, state).

**Section X - C. Reading First Budget Summary:** These totals need to be transferred to page 1 *Section II – Total Budget*.